



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	MAHARAJA BIR BIKRAM COLLEGE
• Name of the Head of the institution	Dr. Dipannita Chakraborty
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03812516728
• Mobile No:	9436581244
• Registered e-mail	mbbc.agt2015@gmail.com
• Alternate e-mail	iqacmbbc@gmail.com
• Address	College Tilla, P.O. Agartala College
• City/Town	Agartala
• State/UT	Tripura
• Pin Code	799004
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Maharaja Bir Bikram University, Agartala, Tripura (earlier affiliated to Tripura University, Suryamaninagar, Tripura)				
• Name of the IQAC Coordinator	Dr. Abhijit Sarkar				
• Phone No.	03812516728				
• Alternate phone No.					
• Mobile	9436454455				
• IQAC e-mail address	iqacmbbc@gmail.com				
• Alternate e-mail address	mbbc.agt2015@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://mbbcollege.in/db/common/167.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://mbbcollege.in/db/common/238.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.74	2004	16/09/2004	15/09/2009
Cycle 2	B+	2.55	2016	16/09/2016	15/09/2021
6.Date of Establishment of IQAC			12/06/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MBB College	Bio-Tech Hub	DBT	2021	1,25,000
MBB College	Awareness programme on environment & climate change issues for the college students	Science & Technology Council, Govt. of Tripura	2021	25,000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			8	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
<p>o After completion of class, every faculty member uploaded their brief class note/summary and number of students present in their respective classes in the college portal on regular basis. The Online Class Summary Data Bank was designed by one of our own faculty member Sri Ratul Chakraborty, Assistant Professor of Statistics.</p>				

o Feedback from students on teaching-learning of the institute was collected and analyzed.

o Feedback from teachers regarding the overall performance of the institution in terms on teaching-learning, curriculum, data & records maintenance, academic infrastructures (i.e., library, classrooms, laboratories, etc.), provision of clean drinking water, sanitation, etc. is collected and analyzed.

o The Higher Education Department. Government of Tripura invited applications for promotion under Career Advancement Scheme (CAS) as per the UGC guidelines. Accordingly, many eligible faculty members of the institute applied for the said. Thereafter, the college authority entrusted the IQAC to look into the process of scrutiny and verification of the applications. After completion of the process of scrutiny & verification by the Expert Committees of each subject, IQAC prepared the final list of all the faculties who had applied for promotion under CAS and submitted the report to the Principal.

o IQAC conducted Academic and Administrative Audit for the session 2020-21, though the process got delayed due to covid19 pandemic situation. The final report could not be submitted before 31.12.2021 as all the teachers had to keep maximum attention towards completion of syllabus within a very short period of time and due to internal tests. Due to covid19 pandemic the gap between admission and semester examination had to be narrowed.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
It is proposed to collect students' feedback related to teaching-learning in the college.	Feedback was collected. The Report was submitted to the Principal of the college.
It is also proposed to collect feedback from the teachers regarding teaching-learning.	Accordingly, it was collected & analyzed and the report was submitted to the Principal for further action.
Teachers were encouraged to organize webinars, seminars & workshops for the teaching and student community	Different departments took the initiatives of organizing international and national level webinars, seminars & workshops. Subsequently, a good number of webinars, seminars & workshops were organised.
Faculty members were suggested to participate in various online seminars/webinars/refresher courses to upgrade and update their level of knowledge.	Many faculty members successfully participated and completed such courses.
Faculty members were suggested to participate in Orientation / Refresher / Faculty Development / Research methodology programmes / online Swayam / NPTEL courses, etc.	Many faculty members successfully participated and completed such courses.
Departments were encouraged to publish Wall Magazines.	Wall Magazine has been published by most of the departments.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2020-21	23/02/2022
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	24
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	3761
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	920
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	924
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	75

File Description	Documents
Data Template	View File

3.2	77
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	49
Total number of Classrooms and Seminar halls	
4.2	33.62
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	188
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College follows the MBB University syllabi. The curriculum touch upon a varied number of subjects in all the three streams and also the compulsory subjects like Environmental studies, English, and other Modern Indian languages.

All departments conduct an Induction Programme, which had to be online this year and brief the students about the Syllabus. A departmental faculty meeting is held at the beginning of each Semester wherein all the programmes to be conducted in the academic Semester are discussed.

The time table is prepared by the Academic Committee and is displayed in the website as well as in multiple students' boards in the college. A few classrooms have the facility of projector and

screen. Power point presentations are made by the teachers. Internet connection with good speed is available in the classrooms.

In an attempt to complement the pursuit of effective curriculum transaction, the tutorial system has been started by a few departments. Small groups of students are created, so that academic and other discussions are individualized, students feel free to discuss their questions, clear their doubts. Since the pandemic had started the faculty of Department of Psychology are also looking into the mental well-being of the students beside the academic requirement. Through focused interactions and guidance offered by the teachers, students are able to have their academic and other issues suitably addressed.

Feedback forms for students and teachers are circulated via Google forms for the requisite stakeholders to confidentially give the college their evaluations and suggestions. The institution strives to incorporate these into all aspects of its functioning.

The workshops and the conferences conducted have also focussed on the curriculum and subjects. The college works towards making the students conscious about gender-based inequalities, neglect of environmental concerns, lack of discipline and ethical approach which are the main obstacles in an individual's growth. A few departments regularly arranged guest lectures / via webinars, both national and international, on topics that are relevant to the curriculum. The lectures, seminars and workshops, field visits complement each other.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mbbuniversity.ac.in/ug_syllabus

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to MBB University and implements the curriculum prepared by the Board of Studies of the MBB University. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the semester, the convener and members of the Academic Committee prepare an academic calendar taking care of the calendar prepared by the affiliating university. This academic calendar includes the dates

for internal examinations, events and other co-curricular and extra-curricular activities. All the HODs prepare the class time table and course plan for the semester and these are conveyed to the departmental faculty in a meeting. Head of the Department and other faculty members conduct an induction programme at the beginning of each semester wherein the course plan, class time table, semester calendar and syllabus distribution is given to all the students. It is also published on the college website. Faculty members prepare/updates their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure achievements of the course. Faculty members also prepare assignments and case studies in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for the advanced learners. IQAC periodically monitors the coverage of syllabus, quality of papers and assignments, progress of the laboratory sessions etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://mbbcollege.in/db/common/108.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

MBB College stands for values like compassion and commitment to development of self and society. Speeches are conducted centrally or even in the departments for understanding of issues like professional ethics, intellectual property rights and students are made aware of the significance of proper referencing in assignments, consequently discouraging any kind of plagiarism. The college has the NCC and NSS units which regularly organize socially relevant outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner. The College offers Honours and General programmes on various Subjects, which include Statistics, Philosophy, Education, Environmental Science. As per Syllabus, academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments, to help students critically examine issues related to gender, environment and ethics.

NSS conducts programme to assess health and hygiene of girls living in low socioeconomic areas to develop an understanding of this very important aspect of one's psyche. Sociology department arranges to conduct speeches & lectures on gender and philosophy department on ethics. The NCC Cadets and NSS volunteers visit schools in neighbouring areas and encourage them to continue studies and also spread awareness regarding health and hygiene.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

189

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mbbcollege.in/others/common.php?page=IQAC&group=aca

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1916

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

767

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

MBB college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning

levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the college as well as facilities available in the institute. At the beginning of each course, teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Tutorial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admitted students. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Teachers remain available in the college to clear the doubts and counsel the students even on a one-to-one basis.

Advanced Learners:

(1) The Advanced Learners from the higher semester (5th and 6th) are motivated to take a few practical classes of junior students in presence of the concern teachers, a step taken for encouraging and motivating the advanced learners.

(2) The Advanced Learners are encouraged to prepare for University Entrance Examination for All India Level of professional courses.

Slow Learners:

(1) Tutorial classes are conducted to improve their academic performance.

(2) A faculty counsellor is assigned to each student to monitor the overall progress.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3761	71

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

MBB college always encourage student-centric learning through various methods such as brain storming, group discussions, presentations and project work in participative learning and problem-solving methodologies. Regular participative activities viz., group discussions, projects, field visits, seminars, extension lectures are organised in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading rooms, ICT based classrooms (smart classrooms). Students are also trained for basic life skills such as First Aid, self-defense, cleanliness, personal hygiene and sanitation. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field-based activities. The objective of student-centered activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. At few departments namely Botany, Zoology, Human Physiology, Economics students are taken for field trip/study tours to the sites as mentioned in their respective syllabi in order to understand with the field conditions. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, nurture their talents and leadership capabilities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and helps the latter to interact with students. At MBB College, by understanding the benefits of incorporating ICT tools in the teaching process, the faculty members have been using the ICT technology to improve the teaching and learning process. Different software available online is integrated with teachers' explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops are used in the classrooms. YouTube, E mail, WhatsApp group, Zoom, Google Meet and Google Classrooms, College website are used as platforms to teach, communicate, provide study materials and syllabus, make announcements, conduct test, upload assignments, make presentations, address queries and share information. These applications are also used to provide online education during the pandemic period of Covid-19 situation. Wi-fi facility is also available in the campus for the students and staff. The library also provides access to Computers and there is reprography facility too in the library. Syllabus, old question papers and study materials of some departments are also made available on the college website. Students' attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://mbbcollege.in/db/notices/50.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

71

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

71

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

37

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

71

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

An integration and reforms in the examination procedures and processes including Continuous Internal Assessment have brought in considerable improvement in Examination Management System of the institution.

A few departments like Economics, Statistics, Zoology, Geography follows Continuous Internal Assessment as it not only firmly strengthens the effectiveness of both teaching and learning processes but also encourages the understanding of teaching as a developmental process that evolves over a period with suggestions and valued inputs from the learners.

Internal assessments and Internal Practical tests are conducted according appropriate to calendar of examinations fixed by the MBB University. Date sheets and notifications of Internal assessment is circulated in classrooms, displayed in the notice boards and uploaded on official website of the college. The teachers help students in grasping the correct essence of the questions asked, where ever such an inquiry is raised. Due care and track is mentioned till completion of the assignments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College is a constituent college of MBB University and therefore it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a term-end exam which is uniformly conducted for students across all the constituent

colleges of the University. The final exam for each paper has 80% weightage of overall assessment and the remaining 20% constitute internal assessment marks. The Internal Assessment forms a part of an evaluation system conducted through Class Tests which constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.

The institution has a well-defined system in place to deal with examination related grievances. The College has adopted a system where each student can view her total assessment marks at the end of each semester and can report discrepancies, if any, within a specified time period. He/she is given an opportunity to write the tests again if dissatisfied, after which the marks are finally uploaded on the University portal. The students can check their marks and approach the concerned teacher directly in case of any clarification or discrepancy. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The evaluated papers related internal examination consisting of class tests, assignments, projects, etc. are shown to the students with detailed remarks and suggestions for improvement. Any query of students regarding the evaluation is thoroughly addressed by the respective teachers and requisite steps are taken to ensure transparency and objectivity. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Hence the College employs a robust multi-tiered mechanism.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process: The POs and PSOs are assessed with the help of course outcomes of the respective programmes through evaluation process. These are processed through University Examinations, internal assessments, Projects, Practical assignments, unit tests,

surprise tests, etc. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.

Students under university examination are evaluated for 80% of total marks and institution for 20% (including 5% Attendance) marks as internal assessment. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mbbcollege.in/db/notices/37.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

End Semester University Examination: The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

Internal Assessment: Assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. **External Assessment** is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files. Students are assessed throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analyzed for assessing the attainment level of programme outcomes and programme specific outcomes. Some departments also collect Feedbacks from students and evaluate the same which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process. Students in the Laboratory based subjects are encouraged to take up projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline.

The college has a vibrant Placement Cell, which caters to the demands of market and prepares the students for the same through regularly arranging for Workshops, hands on training etc.

Another parameter to measure attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions for post-graduation or B.Ed in several institutions or Universities in and outside the state.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

924

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mbbcollege.in/db/common/219.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**1.5**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1.25**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dste.tripura.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****27**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS and NCC unit could not conduct the activities as were planned, due to pandemic, but some extension activities conducted in the academic year 2020-21 are as follows:

MBB college promotes extension activities in the neighbourhood community for the holistic development of the students and to sensitise them on social issues. Various community related extension activities were organised by the NSS and NCC unit of the college in the adopted village such as environmental awareness programme, health awareness programme, swachhata abhiyan, road safety awareness programme, programme on food and nutrition, vaccination awareness programme. AIDS awareness programme, programme on Girl child education, gender equality, Beti Bachao Beti Padhao, domestic violence to mention some. Also during the peak pandemic period the NSS volunteers & NCC cadets actively and enthusiastically disseminated awareness regarding the Covid-19 in the adopted village and other nearby areas of the college and market places with regard to the government guidelines related to SOPs, use of masks, physical distance, hand hygiene etc. among the masses to motivate and encourage the villagers for following the Covid protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,

during the year**23**

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****1038**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****0**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative education tools. At the beginning of the academic year need assessment for replacement/upgradation/addition of the existing infrastructure is carried out based on the suggestions from the Heads of the Departments. The Development Committee after reviewing takes up the matter.

The existing physical facilities available in the college are: Classrooms - 49, Smart classrooms - 3, Laboratories - 36, Teachers' Common Room - 2, Library Reading Room - 2, Research Lab (project based) - 1, Conference Hall - 1 and College canteen - 1,

In holidays, the college classrooms are used as examination centre for other public examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mbbcollege.in/others/viewalb.php?id=1 19

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra-curricular activities. This ensures a holistic development and an all-round personality. Students are trained in sports under the guidance of an Assistant Professor of Physical Education and Sports Science department. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. Students are also encouraged to participate in various level of competition including intra college and inter college events. Although the college doesn't have an established yoga centre but every year Yoga Day is celebrated. The college believes in all round development of these students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programmes to make this happen.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mbbcollege.in/others/viewalb.php?id=119

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://mbbcollege.in/others/viewalb.php?id=119
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

23.06

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is equipped with Library management software named Digilib designed by Sri Ratul Chakraborty, Assistant Professor, Department of Statistics of this college. Library is also equipped with OPAC and now it is used for searching of library resources Features of ILMS includes Digital cataloguing, Lending and borrowing books, Library Membership, Library Summary, Add/Edit Books.

Name of ILMS software: DigiLib

Nature of automation (fully or partially): Fully

Version: Nil

Year of Automation: 2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://mbbcollege.in/digilib/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

23

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Recognizing the importance of technology in education, the institute has implemented latest state of the IT infrastructure. The college uses IT to provide a competitive advantage in its core areas of education. The institute has a robust and vibrant IT facilities. The IT facilities in the college aims at providing un interrupted services to all stakeholders, viz., faculty, staff and students. The faculties of IT looks after the overall IT facilities in the college campus. The computer labs in the college have computers with latest configurations. Adequate number of computers with internet facilities and utility devices are available in most of the locations of the college like - office, laboratories, library, science building, arts block, individual departments etc. The central computer laboratory connected in LAN is open for the students at the specified times permitted for them. The office computers are connected through LAN for easier and systematic work by the office staff. The library is also provided with browsing facility for the students. The whole college campus is covered under wi-fi facility. All the computers and accessories of the college are maintained by the suppliers under the supervision of the faculties of IT department.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
--	--------------------

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.92

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic, sport facilities and equipments - Being fully government institution, a constant effort is made to provide safe and secure space for equipment and tools. The responsibility of using college infrastructure properly including classrooms, library, laboratory, sports facilities, computers, etc. always lies with the stakeholders, faculty members, office staff and students headed by the Principal of the college. All the stakeholders inculcate good practices like keeping the campus clean and plastic-free, regularly using of the dustbins, declaring the campus tobacco-free and smoking-free, switching off electrical equipments when not required, etc. Use of log books for availing library services, using computer lab, maintaining stock registers

for scientific equipments, books & journals, IT equipments, sports equipments are common practice made by the stakeholders.

There is a college development committee where all the HODs, Librarian, the OS and two student representatives are members and one faculty being the Convener looks after the maintenance, repair and minor construction work related to the building. Major construction, repair and maintenance of all the college buildings and physical infrastructure like water facility, power supply and maintenance of the campus is looked after by the concern government agencies like PWD, TSECL, AMC etc and supervise the work. The library is maintained by the library staff headed by the Head Librarian. The sports equipments are maintained by the faculties of Physical Education department along with support staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1097

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
231	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
20	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
0	

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages students' participation in various committees, cells, clubs running in the college. These cells and clubs organize speech competition, seminars, workshops etc. on related topics from time to time. Suggestions are invited from the students of the college regarding conducting of programmes as per their requirements. These representatives often meet with the committee members to put forward their suggestions and the college organizes the various programmes.

The students are also members of Development committee and IQAC of the college, their demands regarding academics, infrastructure, sports, cultural activities are taken into consideration. Students of the college are motivated to learn leadership qualities as most of the programmes are conducted by them while the teachers support their initiatives. Students are volunteers of the NSS Unit and they are also cadets of the NCC unit, some of the cadets also take part in the North Eastern meets and Republic Day Parade at Delhi.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

M.B.B. College has alumni spread across different countries, and the division of Alumni Affairs is engaged in developing a strong and active network of these cherished former students. M.B.B College graduates have achieved success in diverse fields and hold positions of responsibility and influence as distinguished scientists, pioneering entrepreneurs, eminent academicians and inspirational leaders. The Association seeks to foster life-long intellectual and emotional bonding between the institution and its alumni and to provide the current students at the institute an opportunity to connect with the alumni. The Association also facilitates a common platform for professional networking and business, career development and sustained learning opportunities. The focus of the association is to offer a platform for the alumni to connect with their alma mater and contribute to enhancing the legacy of the M.B.B. College. The Alumni Association of the college is also very active in organising different programmes and also maintains an active website, social media, etc.

File Description	Documents
Paste link for additional information	http://mbbcollege.in/alumni/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "constant pursuit of academic excellence along with augmentation of the spirit of national integrity and inclusiveness. The college relentlessly strives to emerge as a centre of potential excellence".

The mission of the college is -

- To impart quality education for all round development of students,
- To foster a sense of enquiry and innovativeness among the students,
- To develop a sense of community service through extension work,
- To inculcate moral values and leadership qualities among students,
- To nurture the potential of the students and shape their intellectual growth and personality development,
- To sensitise the students on human rights, gender equity and fraternity,
- To groom the students in developing their talents, skills along with academics to increase employability and professional accomplishment.

This is being translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. Various committees comprising members of teaching are involved in curricular and co-curricular affairs and administrative functions of the institution. The Head of the departments are authorised to monitor the routine functions at the departmental level. The decision taken by the Head of the departments are given due

cognizance by the Principal. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Principal being head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and provides necessary directions/guidance. The guidelines/instructions of Government/UGC are implemented effectively. As a head of the institution the leadership functions are well defined.

The Higher Education Department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. Responsibilities are divided among the various Sub-committees of the Teachers' council. An programmes to be organised in the college is entrusted to the particular convener, Joint Convener and members. This ensures transparency in policy execution. The Head of the Departments monitor the functioning of the various departments. The academic responsibilities are communicated to the faculty members through regular HOD and staff meetings. The Office administration of the institution is headed by the OS under whom there are different administrative sections, viz., Academic, Establishment, Accounts, Stipend, Cash, Receive & Despatch as also the Library of the college. The Principal of the college holds regular meetings with the non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The participative decision making ensures total participation of all concerned. Thus, the decentralization of the college administration and personnel of the institution helps in improving the quality of its educational provisions. The Administration is also always open for discussion with the teaching and non-teaching staff as well as student representatives which, in turn, encourages the involvement of all stake holders for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Improving teaching learning experience -

(a) by enhancing the ICT enabled teaching-learning measures by encouraging the teaching faculty to adapt more ICT tools as teaching methods viz., PPT Presentations, recorded class lectures, displaying of films by the Language/Literature departments, programming C++, Java etc.

(b) Developing e -content for maximum number of subjects: a few departments have already developed e-content for their honours papers which is available in the college website. Initiative to be taken to develop e-content for most of the subjects, the department of IT of the college has come forward with necessary help in this regard.

2. Exposure for sports activities -

(a) The department of Physical Education is entrusted with developing sports activities after college hour regularly for all students.

(b) Training programmes, seminars, workshops to be conducted to enable students to develop the aptitude.

3. Programmes to groom the students for increasing employability -

(a) The placement cell of the college to arrange workshops/seminars/invited speeches by expert from industry, manpower and planning, MSME departments to enable students to develop the aptitude for the students according to the requirement to job markets.

(b) Career counselling/ academic counselling/personal counselling/psychological counselling to be augmented to boost the self-confidence and self-esteem of the students, also to help them

in stress management and mental wellbeing.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mbbcollege.in/db/notices/51.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Principal, the Bursar (Drawing and Disbursement Officer), the teaching faculty, the non-teaching staff and the students. The Teacher's Council along with its Secretary is in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution. There is a Development Committee which comprises of all Heads of Departments, Head Librarian, Convener, students' representatives (2).

The Principal is assisted by the Heads of the Departments, the Teacher's Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Office Superintendent, Section in -charges of Accounts, Academic, Establishment, Cash, Stipend), Upper and Lower Office Assistants and support staff. The Secretary, Teacher's Council oversees the smooth functioning of the departments for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Council meetings are held at least twice every semester for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extracurricular activities.

The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. At present there is no Student Council hence, to address the student related issues and organizing extracurricular activities through various Committees with adequate student and teacher representation.

The Library organization includes the Head Librarian, Librarian, Library sorters and library attendants.

Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members.

The Grievance Redressal Committee and the Internal Complaints Committee are formed to ensure that no violation of discipline takes place within the College and work towards addressing and settling grievances if any.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://mbbcollege.in/db/common/223.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Teaching Staff:All government schemes are followed.

Non-teaching Staff:All government schemes are followed.

Students: All students can apply for all type of stipends as per their eligibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

24

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

All teaching faculty and non-teaching staff of the college submit their ACRs by April every year which is then ratified by the Principal of the college who is the Reporting authority. The Reporting authority then validates and corroborate the ACRs and sends it for reviewing by higher authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college is a government institution and hence all internal audits are conducted by the Directorate of Higher Education, Government of Tripura from time to time. External audits are conducted by Accountant General (AG) office of Tripura and

Directorate of Audit, Govt. of Tripura. The Principal, the DDO and a few teachers along with the staff of Accounts and Cash Sections attends the meeting with the auditors to satisfy any audit objections raised.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Major sources of institutional receipts/funding: State funds, RUSA Sanctions, Development Fees collected from students

Utilization of Resources:

The institution has a development committee comprising of teaching faculties, Head Librarian, OS and students' representatives (02). This committee decides upon the regular requirement of departments, office, library and also resolves any renovation/construction works required for the college. There is also a Lower Purchase Committee comprising of the Principal, the Drawing and Disbursement Officer of the College, 2 Senior most faculty and an external member from a govt. Office. The college has opted for a process for internal restructuring of system of accounting (PIRSA), which enables the college to spend on the required items as per requisitions submitted

by the teachers, office staff and the students of the college. Development Fees received from students are used for development of the college, physical and academic facilities are augmented for students. Library, Sports services are strengthened, Laboratories are augmented and IT infrastructure is increased, field trips organized. There is a guideline which needs to be adhered to for expenditures maintaining all codal formalities as given in the DFPRT. The Convener and members of the Development Committee and other faculty help in the preparation, division, allocation and utilization of funds. RUSA funds are sanctioned by the HEC, and all UCs are sent to the Directorate. Separate bank accounts are maintained for state government funds and Central sanctions. The College follows a cashless system and all payments are made through government Treasury system, PFMS or cheques. The utilization of these funds is ensured through financial auditing at the end of each financial year. Grants received from various departments/organizations for Seminar / Workshops are utilized for the purpose and UC sent accordingly. The Lower Purchase Committee decides the policy and procedure for purchasing any item. All purchases are done through a tender system, each item is purchased by comparing a minimum of three quotations/or tender/e-tender systems received from different vendors. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons, DDO, Cashier and those given the responsibility can operate the transaction through the bank monitored by authorities. For each and every financial transaction proper permission is taken from the Principal in the form of Sanction Memos.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the institution and they are- (1) All faculty members are encouraged and supported to participate in orientation, Refresher Course, Faculty Development Programme, Workshops, Seminars and Conferences. (2)

Teachers with Ph.D are also encouraged and motivated to act as research guides for research scholars. (3) Teachers are also supported and encouraged to participate in examination evaluation processes. (4) Regular meetings of IQAC are conducted with fixed agenda and suggestions are taken from all the members of the IQAC for improvement and better implementation of curriculum. (5) All the teachers are encouraged to use audio-visual teaching aids, charts, models, etc. for effective teaching-learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college aims at providing quality education to the students and for fulfilling this objective has adopted practices, which will provide education through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavours of the College in keeping with its vision and mission. IQAC stresses upon

1. Conducting Academic Audits Semester wise/ annually wherein departments are made to do a SWOC Analysis of their performance based on results, pedagogical methodologies, curriculum implementation and use of ICT based tools and research projects. Based on the audit, the IQAC gives feedback to the Departments suggesting measures for internal quality enhancement. It makes recommendations like use of Power Point Presentations, applying for Projects, Field Studies, conducting Workshops, displaying films, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc for the Departments to do self-evaluation and to set higher goals to meet new challenges.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is carefully analysed and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the

students.

These practices have brought about a conscious, consistent and catalytic action to bring about reforms in teaching-learning process, pedagogical methodologies and learning outcomes. Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students. This helps to widen the horizons of the students enabling them to gain in depth understanding of the course content.

3. The process of the CAS for the eligible teaching faculty of the college, was also initiated by the college. Timely submission of ACRs along with teacher diary were encouraged so that the scheme could be sanctioned at the earliest by the authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Institution shows gender sensitivity in providing facilities to all its learners. The college believes in gender equality and makes effort towards gender sensitization. Various moral lectures from time to time, by the teachers play a pivotal role in controlling any type of deviant behaviour among the students. The female teaching faculty in particular are advised to counsel girl students in the college campus with regard to gender sensitization. All the teachers are further instructed to counsel in cordial and cooperative manner so that sense of care and belongingness prevail among the student community.

Workshops and seminars on gender equity, gender sensitization was conducted on college and departmental levels.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Class rooms are large and airy which ensures that the use of lights

be minimum also ventilation is naturally enhanced. The institution strictly observes to see that no electric equipments run unnecessarily. Thus, enough measures are taken to use electricity carefully. Solar Lamps are installed in few gardens in the college campus. Almost all the computer monitors in use are either LED, LCD ensure minimum usage of electricity and also to reduce the level of radiation. Rain water harvesting project has been implemented in the college. The water thus harvested is being used for washing utensils in the canteen and watering the plants and gardens as necessary. The dead leaves and waste papers are scientifically decomposed off by burying them in the soil. The Department of Zoology prepare Vermicomposting for disposing the wet waste from canteen and also other biodegradable wastes.

The college generally does not generate any hazardous waste, but there are minimal chemical and e-waste generated. In order to dispose the acid fumes, chemistry labs are equipped with exhaust fans. A pit is built adjacent to the Chemistry lab where the chemical waste is collected. A solid waste disposal bin is placed behind the college buildings. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the entire campus and stored here and disposed off with the help of Agartala Municipal Corporation according to their rules. The liquid wastes of the laboratories are disposed off from the respective departments directly to the outside drains through pipelines. The liquid waste generated from the toilets are also disposed off in the same manner. Printer Cartridges are often refilled and not disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://mbbcollege.in/others/viewalb.php?id=119
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

M.B.B. College makes serious endeavours to maintain an inclusive environment, that is, tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive. Teachers while taking classes ensure that classroom discussions are to the expected level of respectability to all and encouraging all to participate.

In M.B.B. College students are coming from different backgrounds with different caste, creeds and social identities. All the faculty members, under the able direction of the Principal, acts as a conduit to make the new incoming batch of students to understand and practice full participation of all students without the dominance of any particular group. M.B.B. College considers that classroom homogeneity and participation of all students are extremely useful for effective learning of lessons.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The preamble to the constitution is displayed in a conspicuous area of the college. College also sensitizes the students and the employees of the institution of the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to become a responsible citizen. The institute organises about the national identity and symbols. Moreover, these are aimed to familiarises its stakeholders and Fundamental Rights and Duties. College also celebrates Independence Day, Republic Day, Gandhi Jayanti, Netaji Jayanti, Constitution Day, Voters Day to make the importance of freedom and the glory of Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Moreover, the college organises Blood Donation Camps to ensure that precious lives are saved, celebrate Women Day to mark the achievements of women throughout history. Celebrate World Environment Day to ensure that environmental concern is addressed and also Swachh Bharat Abhiyan to promote the importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.

A. All of the above

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates Republic Day, Independence Day, Birthday of Netaji Subhash Basu, Rabindra Jayanti, Gandhi Jayanti, Saswati Puja, Founder's Day, National Voters Day, Constitution Day, International Women's Day, National Science Day, Ozone Day, Teacher's Day and so on.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

(1) FIRST BEST PRACTICE

1. Title of the First Best Practice

Vocabulary Building.

2. Objectives of the Practice

To enable the students to overcome the hurdle of language barriers,

learning a word a day programme is introduced.

3. The Context

Most of the students of this college come from non-English medium schools and are often found to be introverts, shy when asked to talk in public.

4. The Practice

Small board are installed in every academic building and the teacher writes one word in English every day giving its synonymous in Bengali, Hindi and Kokborok.

5. Evidence of Success

Public speaking is enhanced amongst the students..

6. Problems Encountered and Resources Required

Not all the students are intersted.

7. Notes (Optional)

Nil

(2) SECOND BEST PRACTICE:

1. Title of the Practice

Examination Management Reforms.

2. Objectives of the Practice

To go for paperless examination management system.

3. The Context

Since the pandemic had introduced us to online mode of teaching as well as examination, the reforms seemed necessary to conduct future online/offline examinations.

4. The Practice

The college has now initiated the procedure of allotment of seats of the students online to appear for their offline/ physical mode of

examination. Students are instructed to see their allotted seats online using their own handsets. Even the invigilation list is displayed online thus ensuring paper less work for conducting the examination. Further, to help the students to fill-up OMR sheets without committing any mistakes, a video has been uploaded in YouTube by the Convener of the Exam Committee. The link is provided in the college

portal:<http://mbbcollege.in/others/common.php?page=EXAM&group=aca>

5. Evidence of Success

Protection can be taken to avoid the gatherings pertaining to covid situation. The students seemed more confident in filling up of OMR sheets. Hence, reduction in wastage of OMR sheets.

6. Problems Encountered and Resources Required

Not as such.

7. Notes (Optional)

Nil

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution was established with a vision to facilitate the students to avail higher education at a minimal cost. Through the years, the College has adopted and implemented various measures to cater to the changing needs of youth of the state, following a policy of inclusion in all respect. It organizes Seminars, invited talks on Value Education, gender equity, and also conducts physical education classes as well as a psychological counselling cell. The College strives to inculcate in its students excellence in all spheres, build up their self-esteem, self-respect and to make them self-sufficient and socially responsible. It aspires to build good citizens, strong and capable who would be assets to the society and the nation, and who would further transmit these values to the future generations.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To create an atmosphere for holistic development of students, faculty members & support staff.
2. To facilitate continuous upgradation of knowledge and use of technology by both the students & teachers.
3. To create awareness and initiate measures for protecting & promoting environment.
4. To encourage & facilitate a research culture by promoting interdisciplinary research both by the students and faculty members.
5. To identify talent among students for various sports & cultural activities.
6. To give additional thrust to campus placement initiatives.
7. To upgrade/modernization of science laboratories.
8. To organize workshops on ICT tools for teaching-learning.
9. To enhance the employability of the students more workshops, linkages with industries and initiatives to increase the skill will be undertaken.
10. To initiate skill development among students.
11. To beautify the college campus.